

641—55.6(135) Meetings.

55.6(1) The council shall meet at least quarterly. The annual meeting schedule shall be established by the beginning of the fiscal year.

55.6(2) Notice of routine meetings and agenda will be made available to the members a minimum of five working days prior to the meeting.

55.6(3) Meetings may be scheduled as business requires, but notice must be given to members at least five working days prior to the meeting.

55.6(4) All meetings will be held in facilities accessible to and functional for people with physical disabilities.

55.6(5) Notification for reasonable accommodations should be made to department staff at least three working days prior to the meeting.

55.6(6) All meetings are open to the public in accordance with the open meetings law, Iowa Code chapter 21.

55.6(7) Cameras and recording devices may be used at open meetings, provided they do not obstruct the meeting. The presiding officer may request a person using such a device to discontinue its use if it is obstructing the meeting.

55.6(8) The presiding officer may exclude any person from the meeting for repeated behavior that disrupts or obstructs the meeting.

55.6(9) The operation of council meetings will be governed by the following rules of procedure:

a. A simple majority of the appointed members shall constitute a quorum. Motions may not be made without a quorum.

b. When a quorum is present, a motion is carried by affirmative vote of two-thirds of appointed members present.

c. Time for public comment will be made during each council meeting.

55.6(10) Meeting attendance.

a. Council members are expected to attend council meetings with the exception of extenuating circumstances that have been cleared beforehand by the chairperson.

b. Any council member who is unable to attend a meeting will notify council staff at least 24 hours prior to the start of a regularly scheduled meeting. A meeting may be canceled if attendance is expected to be low.

c. A teleconference option shall be set up for the members to participate in the meeting.

d. Appointed members may be recommended for dismissal from the council if they miss more than three meetings annually.

55.6(11) Special meetings. Special meetings shall be for business of the council that cannot wait until the next scheduled meeting.

a. Special meetings may be called by the chairperson to discuss emergent issues within a 24-hour time period.

b. A majority of council members may call a special meeting.

c. Special meetings shall be held in accordance with Iowa Code chapter 21.

55.6(12) Rescinded IAB 6/17/20, effective 7/22/20.

[ARC 9772B, IAB 10/5/11, effective 11/9/11; ARC 5060C, IAB 6/17/20, effective 7/22/20]